

Jefferson County

Position Description

Name:

Department: Clerk of Court

Position Title: Court Clerk I **Pay Grade:** 2 **FLSA:**

Date: September, 2013 **Reports To:** Clerk of Courts

Purpose of Position

This position must be a deputy of the Clerk of Courts and the purpose of this position is to perform general reception duties; receipt incoming monies; scan documents for long-term retention; copy files; sort and distribute mail.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Perform general reception duties including,
 - addressing persons at the counter:
 - Determine what assistance the person requires
 - Receipt monies/sell packets or seek a departmental clerk
 - Receive, properly stamp documents, and direct original and copies of the document to correct section / department.
 - answer incoming phone calls
 - Determine what department the caller needs and forward the call
- Scan/attach documents to the proper case in the CCAP database
- Retrieve files and make copies
- Copy appeal records as requested
- Make “packets” and monitor supply on hand
- Pick up and distribute US mail from mailroom as necessary
- Update Law Library with incoming materials
- Collate/Fold/Insert bulk mailing projects
- Receipt payments made to the clerk of court for fines and forfeitures, filing fees, copy fees, any other fees ordered to be paid to the clerk of court – via counter, US Mail, Jail Mail etc.
- Tally Guardian *ad litem* (GAL) bills, copy, distribute and scan for archival
- Update CCAP database for Returned Undeliverable Mail (RUMS)
- Pull weekly calendar files for judges, commissioners and clerks

Perform all other duties that are requested by the Clerk of Courts or Lead Deputy Clerks that are required by law.

Other duties may be required and assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with previous computer experience; 1-2 years general office experience with an emphasis on customer service and general bookkeeping; all with a high attention to detail or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as court calendars/schedule, various State Court administrative publications, Court notices, motions, stipulations, Court orders, judgments, satisfactions, indexes, legal dictionary, Wisconsin Statutes, computer software operating manuals, recordkeeping manual, procedures, guidelines and non-routine correspondence.
- Ability to communicate effectively with defendants, witnesses, bailiffs, law enforcement personnel attorneys, Judges, collection agency personnel and Department personnel.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to perform data entry, operate telephone, photocopier, calculator.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling.
- Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

Jefferson County Position Description

Name:		Department:	Clerk of Court	
Position Title:	Deputy Court Clerk II	Pay Grade:	3	FLSA: Non-exempt
Date:	April 2014	Reports To:	Clerk of Courts	

Purpose of Position

This position must be a sworn deputy of the Clerk of Courts and the purpose of this position is to clerk in-court proceedings, maintain court files and records, perform clerical tasks, and may include performing accounting tasks for Jefferson County Clerk of Courts Office.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains/updates CCAP database regarding records of cases or proceedings, including names of parties and attorneys involved, a brief statement of the nature of the action, the dates of hearings, motions, objections, scheduling instructions, filing deadlines, court orders and the disposition of each case type.
- Prepares and processes bonds, warrants, revocation of operations licenses, judgment of convictions, dispositional information.
- Clerks Court Hearings – prepares the Courtroom, coordinates appearances in person, via telephone or video conference system, apprises Judge of parties and attorneys present, administers oaths to court witnesses, receives, marks and maintains exhibits, provides the Judge with any necessary support and accounts for all files and paperwork. Takes court minutes via in-court processing directly into the CCAP database, documenting a brief statement of all proceedings in open court showing motions and orders during hearings and trial, including names of witnesses, jurors selected, the officer sworn to take them in charge, jury verdicts and openings and adjournments of court and all appropriate data which is required by law for both civil and criminal cases.
- Files, enters, records and keeps papers, books and records as required by law which may include scanning court files and archives records pursuant to Supreme Court rules.
- Processes filings of new actions, assigning court case numbers and court officials pursuant to local procedures.
- Processes Notice of Intent to Pursue Post-conviction Relief, Notice of Appeals, Appellate records, Competency and Not Guilty by Reason of Mental Disease Defect Orders, SCRAM (alcohol monitoring program), requests for records checks, and other various notices/orders.
- Provides general reception duties by providing excellent customer service when greeting and directing the public to the appropriate department.

- Receives, enters and maintains records of all payments ordered by and paid to the Court and assists in the process of maintaining, entering and preparing daily and monthly financial and accounting records including payment/reminder notices.
- Processes incoming documents and distributes original and copies to correct section/department and parties involved.
- Maintains a judgment and lien docket of all money judgments, transcripts and lien dockets of other Wisconsin Courts and federal courts, warrants for unemployment and delinquent tax or income.
- Keeps and maintains a record called registers of officials as listed under statute 59.40 (j) and certificate lists as listed under statute 59.40 (k).
- Maintains compliance with Supreme Court Rules regarding Ethics and Decorum.
- Maintains dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Operates and troubleshoots video conferencing equipment, digital audio equipment and other technology as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with 2 years vocational/technical training with an emphasis on legal procedures, computer use and general bookkeeping and 3-4 years general office experience with a high attention to detail or any combination of education and experience that provides equivalent knowledge, skills and abilities. Ability to perform tasks with exceptional accuracy is essential.

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Employee's Signature

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Supervisor's Signature

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